

# Welfare Data Tracking Implementation Project

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## Meeting Minutes

**Subject:** WDTIP Requirements Validation Workgroup  
**Conducted By:** Frank Ernst  
**Date & Time:** Monday, June 21, 1999  
Tuesday, June 22, 1999  
**Scribe:** Lorrie Taylor

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**Attendees:** See Attached  
**Objective:** WDTIP Requirements Validation

**Handouts:** Joint Requirements Planning (JRP) Session Kick-Off Presentation  
Updated Business Requirements Draft, Versions 1.1 & 1.2  
JRP Assumption, Discussion & Action Items  
Reports Requirements Version 2

### **Summary of Meeting and Key Decisions:**

#### **1. Introductions**

#### **2. WDTIP Process & Overview**

*Hand out: JRP Session Kick-Off Presentation*

- **Joint Requirements Planning Process: Frank Ernst, WDTIP Conversion Team Lead**

Workgroup advised of Joint Requirements Planning (JRP) process, Joint Application Design (JAD), requirement validation approach, project objectives and schedule. Joint Application Design, JAD, session(s) to be held when project prepares for application and file lay out design. All counties to be advised when JAD sessions are scheduled and asked to provide participants. Project scope reviewed and defined as functional and technical requirements capture necessary to meet welfare reform objectives, defined by AB1542.

- **Requirements Area Overview: Sue Wolf, WDTIP Requirements Team Lead**

High level overview of Welfare reform functional business requirements reviewed with workgroup.

#### **3. Business Requirements Walk Through & Validation**

*Hand out: Updated Business Requirements, Versions 1.1 & 1.2*

**ABAWD** tracking information currently sent from counties to MEDS. Counties will send ABAWD data elements but want minimum impact

with regard to the number of extraction files that must be created. Per workgroup, system must track an additional three (3) months of food stamp eligibility for individuals who regain eligibility, per Food Stamp Manual Section 63-401.5.

**Audit trail** capability to be included in WDTIP design. Requirements vary by county and system. Audit control function, access and capability to be determined during JAD session(s).

**Conversion** of county data from consortia, legacy or manual operations, to populate WDTIP database will be required. At this time, counties are unable to confirm conversion requirements for initial and ongoing file loads until record layout is provided. Participants request "Conversion" be changed to "Initial and Ongoing" file load. Conversion speaks to a one-time conversion of data, not an ongoing file process.

Design of a standard file layout presents several issues. LA must go to several different legacy systems to retrieve standard file header information. Of employment services systems, only GIS, GEMS, and GEARS have "Work Plan Sign Date" as a data element. Per counties, business rules for updates, whether in batch or on-line, must be established. The design of file layout and hierarchy of updates will occur in JAD session(s).

Per counties, time and money remain a central issue in being able to provide all required data, principally historical. Legacy systems may contain much of the data but in many instances, information will be contained in case hard copy and require manual conversion of data. Counties expect project management be informed of their concern. Refer to Action Item #1.

**Diversion** recipients must meet "Apparent Eligibility" for CalWORKs, per ACL 97-68, to be eligible for Diversion program. Recipients of Diversion payments or services have their CalWORKs application denied, many counties are, therefore, forced to capture Diversion information manually. Counties are required to capture Diversion information to count positive outcomes resulting from the Diversion program toward county's incentive calculation and would like "Reason Code for Diversion Amount" included in design. All systems not currently capturing this information and therefore, inclusion of this data element is considered not to be feasible at this time.

Counties do not feel the system needs to have capability to calculate the Diversion payment period, do not want to send MAP amount and request the Diversion MAP amount be deleted as a required data element. Instead they will send Diversion payment amount, Diversion start date and Diversion end date. LA legacy systems do not contain Diversion data. LEADER does contain Diversion data but will not be available in its entirety for initial file load.

**Exemptions** to TANF clock should include individuals under sixteen (16) years of age or age sixty (60) and older.

**Screen Requirements** subject to Design and Coding Standards. Design and Code Standards document pending final Project Management approval and to be posted on project Website, [www.wdtip.cahwnet.gov](http://www.wdtip.cahwnet.gov), when authorized. Refer to Action Item #2. General architecture of screens remains through MEDS via the WDTIP application. JAD sessions to be the collective approach for design. JAD workgroup to be responsible for remaining within available technology and developing user friendly designs that work for counties. Final Requirements and Design documents to be posted on the WDTIP Website after Project Management approval

**Security** of the WDTIP database tracked via User ID at application level, not network level. Network security requires collective efforts with counties, CDSS, HWDC and WDTIP. CDSS has General Security Guideline documentation in final review. Refer to Action Item #3.

**18/24-month Time Clock** basic rule of calculation to be: start the clock when initial work plan sign date is received from county, per Debasis Saha, WDTIP Application Manager. Reminder from workgroup, full time employed participants, meeting participation requirements, who have not yet signed *initial* work plan, are exempt from 18/24-month clock. Time-limit period for the 18/24-month clock starts the date recipient signs, or refuses to sign without good cause the welfare-to-work plan as described in regulation.

#### 4. **Updated Business Requirements Releases**

Updated Business Requirements, Version 1.1, reviewed for validation during JRP session. Revised with workgroup requirements and recommendations.

Updated Business Requirements, Version 1.2 reviewed for validation during JRP session. Revised with workgroup requirements and recommendations.

Updated Business Requirements, Version 1.3 contains draft business requirements and recommendations received from JRP workgroup. See Updated Business Requirements, Version 1.3, Attachment A

#### 5. **Discussion Items**

**Back up and Recovery** functionality should be added as system requirement, per counties. System to apply the HWDC standard conformity rules for back up functionality, per Debasis Saha. Added as a requirement in Business Requirements, Version 1.3.

**Case Participation** information on individual's status within a case will not be provided by the WDTIP application. Participants consider capturing and maintaining this data to be out of scope and unrelated to time clocks.

**Child care** benefits available to former recipients for a total of twenty-four (24) months after employment related discontinuance, per CDSS.

Federal regulations require that a month in which child care or other supportive services are received (no cash aid), count toward TANF 60-month clock only if recipient is *not* employed. Child care meeting, hosted by CDSS, will consider impact to WDTIP with regard to tracking 24-month child care limitation. WDTIP to add requirement to track child care as it relates to the 60-month clock. See Action Item #4.

**Fleeing Felon/Drug Felon** must self identify in order for counties to collect data. Counties must have a way to collect on “applicants” and send. Considered not feasible by JRP workgroup.

**Homeless Assistance** information currently sent by counties via online update to MEDS and displayed in Homeless Assistance Payment Indicator, HAPI. Per CDSS, Homeless Assistance received in suspense month counts toward TANF and CalWORKs clock. Counties do not consider Homeless Assistance tracking in scope and would require only as it relates to the clock. WDTIP application may need to track an individual's receipt of other benefits in a suspense month. See Action Item #5.

**Non-California months** information captured in counties via client statement. ISAWS, LEADER and WCDS collect this data from clients and input into their systems but have no way of electronically interfacing with other systems. Per workgroup, system should develop a table to store individual state plan approval dates. This provides counties information on the TANF clock when client moves to California from a state whose plan approval date is prior to the California plan approval date.

**Overpayment/Overissuance** information considered beneficial to county workers and Fraud Investigators and part of AB1542 Welfare Reform incentive but not related to time clock calculation. Currently, an OP/OI indicator exists in MEDS that is not fully utilized. Participants consider capturing and maintaining this data to be out of scope and unrelated to time clocks.

**Sanction** information is available data within GEARS, ISAWS and GEMS, per counties. Per workgroup, sanction information, reason for sanction, instance of sanction and effective date of sanction are required. Per Frank Ernst, design to be determined in JAD session(s).

**SIS Retrieval during File Clearance** process is a one step concept WDTIP Application Manager, Debasis Saha, would like introduced to SAWS Consortia Managers. See Action Item#6.

**Supportive Services** received by client as referenced in ACL 98-41, affects CalWORKs and TANF 60-month clock. Per CDSS, the receipt of child care and other supportive services does not affect CalWORKs 60-month and 18/24-month clock. State regulation exempts individuals who are former recipients of cash aid and only receiving child care, case

management or supportive services. Federal regulations require that a month in which only child care or other supportive services (no cash aid) are received count toward the time limit only if recipient is *not* employed. This information is currently in Draft ACL, pending approval. Clarification of Federal regulation is expected.

Per CDSS, counties may "Waive Program Rules", on a case by case basis, for victims of domestic abuse and establish the duration of welfare-to-work and time limit waivers as long as the granting of waivers complies with the state and federal regulations. This is not considered an exemption and should not be referred to as such in the WDTIP application.

Per CDSS, a month of receipt of aid does not count toward the 18/24 month time limit period when it is a month in which the individual is participating in an approved Self Initiated Program, SIP, and participation is interrupted for good cause. This is currently in regulation and must be included in WDTIP application design. Per Frank Ernst, considering a flag here is a discussion for JAD sessions.

**TANF Start Date** based upon individual state's plan approval date. Per CDSS, there are states whose Welfare Reform Plan was approved prior to California's Welfare Reform Plan approval date. If an individual moves to California from one of these states, the individual's federal clock may be affected. Clarification requested regarding start-up of 60-month TANF and CalWORKs clocks. Per Debasis Saha, basic rule for start-up of TANF and CalWORKs clocks is open for design. See Action Item#7.

**On-line Update capability** may be provided by WDTIP application. Several mitigating issues exist regarding appropriate update functionality and privileges. Capability and design, to be responsibility of JAD workgroup.

**Work participation** information stored in the WDTIP application to be limited to initial work plan sign date received from counties. Job Retention Services offered to employed recipients and former recipients for up to a twelve (12) month period is county discretion and not tracked statewide. Tracking twelve (12) month period considered a county issue and out of scope.

## 6. System Report Requirements Validation

*Hand out: Report Requirements, Version 2.0*

Report content and functionality to be based upon elements contained in final database design and limited to no more than ten (10). Development to be the responsibility of JAD workgroup. See Updated Reports Requirements, Attachment B.

## 7. Assumptions

See Assumptions, Attachment C

## 8. Action Items

<b>Item #</b>	<b>Action Items</b>	<b>Responsible Party</b>
1	Counties expressed a concern about the cost of the conversion effort to the individual counties, and requested that WDTIP Project Management be informed of their concerns.	WDTIP
2	Post screen standards from the "Design & Coding Standards" document to the WDTIP Website as soon as the document has been approved	WDTIP Application Team
3	Proposed application must meet security standards for HWDC and CDSS	Frank Ernst
4	Is tracking of childcare benefits for 24 months after the discontinuance of a client within the scope of this project?	Sue Wolf/ Frank Ernst, WDTIP
5	Does the receipt of homeless assistance in a suspend month or by a sanctioned individual impact the timeclocks?	Sue Wolf
6	Retrieval of data during the file clearance process in ISAWS and LEADER. This would allow information regarding an individual's timeclocks to be passed through SCI to the requesting application. Project Management would like to explore this possibility and will introduce the concept to the Consortia Managers.	Deb Saha – WDTIP Application Manager
7	Policy clarification regarding those states whose TANF start dates precede California's.	Charissa Miguelina, Policy Analyst, Time Limits.
8	Can 18/24-month clock ever be restarted?	Sue Wolf, WDTIP
9	Does the County Plan Approval Date impact the CalWORKs clocks or does the clock start for all non-exempt aided persons 1/98?	Sue Wolf
10	Is California TANF start date 11/96 or 12/96?	Sue Wolf
11	Does the receipt of supportive services in a suspend month or by a sanctioned individual count as a month on the clocks? Does being employed make a difference?	Sue Wolf
12	Does the receipt of a RISP in a suspend month or by a sanctioned individual impact the timeclocks?	Sue Wolf
13	Does the receipt of a non-recurring special needs payment in a suspend month or by a sanctioned individual impact the timeclocks?	Sue Wolf

<b>Item #</b>	<b>Action Items</b>	<b>Responsible Party</b>
14	Conversion issues identified in the LEADER conversion process should be discuss prior to drafting conversion strategy	Frank Ernst/ Deb Saha, WDTIP
15	Schedule a meeting with Riverside LA, CDSS, Fresno and ISAWS to discuss the 24-month child care tracking issue. Attendees: Ron Quinn, Riverside; Ginger Ragazzi, LA Leader; Gayle Meeks, CDSS; JoAnn Osborn, Fresno, Carla Zuehlke, ISAWS Maintenance, Annette	Bobbie Holm - CDSS-Childcare
16	In a month where a client does not receive a check because the benefit level is at or below \$10.00, the CalWORKs 60-month clock does not tick. Is this in regulation yet? If not, what is the status of the ACL?	CDSS
17	Are Diversion months subject to exemption criteria for either the TANF or CalWORKs clocks?	Sue Wolf

## 9. Next Steps

- Project Management review of proposed Final Business Requirements Deliverables
- JAD Sessions for Application Design (including business rules, screen design and report formats)
- JAD Sessions for Initial and Ongoing File Layout Design (including conversion strategies, file format, on-line update requirements and ongoing file load strategies)
- JAD session schedule to be forwarded when available

## **Updated Business Requirements, Version 1.3**

### **Attachment A**

#### **Business Requirements**

This section contains the updated business requirements that will be used in the design phase of the project to produce the Detailed Design Specifications. These requirements have been divided into subdivisions such as ABAWD, Diversion, Time Clocks, and Conversion, and are categorized into functional or technical requirements. Both functional and technical requirements that had been identified during the requirements gathering process were validated during the JRP sessions held at the WDTIP project site on June 21<sup>st</sup> and 22<sup>nd</sup>, 1999. Refer to Appendix 1 for a list of the terms that are used throughout the requirement definitions.

#### **Functional Requirements**

This section lists all of the functional requirements that have been identified during the requirements gathering process. Some of the identified requirements are technically out of the WDTIP scope, but were included because of the information's criticality to the counties' business processes. A description of the requirement area is included for each set of requirements to provide context.

#### **ABAWD Requirements**

An Able-Bodied Adult without Dependents (ABAWD) individual can only receive Food Stamp benefits for three months in a 36-month period unless they meet work requirements or exemption criteria. The 36-month period begins on 1/1/96 or the first day of the first full calendar month that the individual becomes subject to the ABAWD work requirement.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
ABAWD	1	The system shall have the capability to receive an individual's ABAWD status from county systems.
ABAWD	2	The system shall have the capability to store and display the ABAWD start date.
ABAWD	3	The system shall have the capability to store and display 36 months of ABAWD status by month for each individual subject to the ABAWD requirements.
ABAWD	4	The system shall have the capability to calculate that an individual's ABAWD 36-month calendar has ended.
ABAWD	5	The system shall have the capability to display a flag to indicate the existence of an ABAWD 36-month calendar.
ABAWD	6	The system shall have the capability to display a flag to indicate if an individual is receiving food stamps in a waiver county.
ABAWD	7	The system shall have the capability to track an additional 3 months of food stamp eligibility for individuals who regain eligibility as per Food Stamp Manual Section 63-410.5.



### **Diversion Requirements**

A diversion payment counts as a month against the TANF 60-month clock if multiple diversion payments are made to an individual within a 12-month period, or if the payment covers a need that exceeds 90 days. If either of these criteria is met, each month in which a payment is made counts as a month against the TANF clock.

A diversion payment counts as one month against the CalWORKs 60-month clock unless the individual reapplies for assistance within the diversion period. If the individual reapplies for assistance during this period, they can choose to repay the diversion amount and have zero months count against the clock, or not to repay the diversion amount and have the number of months of the diversion period count against the CalWORKs 60-month clock.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Diversion	1	The system shall have the capability to receive and display diversion information from the counties, including diversion payment amount, diversion start date, and diversion end date.
Diversion	2	The system shall have the capability to calculate the TANF and CalWORKs 60-month clocks based on diversion information.
Diversion	3	The system shall have the capability to store the diversion history of individuals.
Diversion	4	The system shall have the capability to recalculate the CalWORKs clock based on the returning individual's decision to repay the prior diversion amount or not.

### **Time Clock Requirements**

Welfare Reform has established time limits (also referred to as time clocks) on the receipt of benefits by individuals. Receipt of CalWORKs benefits must be tracked to three separate time clocks.

The TANF 60-month clock will track the receipt of aid starting as of the state plan start date. The CalWORKs 60-month clock will track the receipt of aid in California and other states on or after January 1998. The CalWORKs 18/24-month clock will track the receipt of aid starting with the date the individual signed or refused to sign their Welfare-to-Work plan.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Time Clocks	1	The system shall have the capability to receive CalWORKs program participation information from the counties.
Time Clocks	2	The system shall have the capability to calculate a TANF 60-month time clock beginning with the California Plan Start Date for each adult California recipient on a case.
Time Clocks	3	The system shall have the capability to calculate a CalWORKs 60-month time clock (beginning 1/98) for each adult recipient on a case.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Time Clocks	4	The system shall have the capability to calculate a CalWORKs 18/24-month time clock (beginning 1/98) for each adult recipient on a case based on the date the individual initially signed or refused to sign the Welfare to Work plan.
Time Clocks	5	The system shall have the capability to display CalWORKs program information agreed to be captured.
Time Clocks	6	The system shall have the capability to calculate each individual time clock when program participation information is added and at the beginning of each month the individual is on aid.
Time Clocks	7	The system shall have the capability to receive program exemption information and use it in the calculation of each individual time clock.
Time Clocks	8	The system shall have the capability to receive program waiver information related to domestic violence and use it in the calculation of each individual time clock.
Time Clocks	9	The system shall have the capability to receive good cause information for non-participation in a self initiated program and use it in the calculation of the 18/24-month time clock.
Time Clocks	10	The system shall have the capability to receive the Welfare to Work plan signature date or the refusal to sign date and use this date as the begin date for the 18/24-month time clock.
Time Clocks	11	The system shall have the capability to capture and store an indicator that the individual is either a 24-month participant or an 18-month participant.
Time Clocks	12	The system shall have the capability to capture Diversion payment information and use this information in the calculation of the TANF and CalWORKs 60-month clocks.
Time Clocks	13	The system shall have the capability to capture and store the non-California months of aid as of the date in which the state's TANF plan was approved, and use this information in the calculation of the TANF 60-month time clock.
Time Clocks	14	The system shall have the capability to collect program extension information from the counties.
Time Clocks	15	The system shall have the capability to allow the counties to update the system for a month in which the aid payment is fully reimbursed by child support collected. The system must then recalculate the TANF 60-month and CalWORKs 60-month clocks appropriately.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Time Clocks	16	The system shall have the capability to calculate each individual time clock as it relates to child care payments.

### **Sanction Requirements**

Financial sanctions are applied when a non-exempt, Welfare-to-Work participant has failed or refused to comply with program requirements without good cause. The first instance of noncompliance without good cause results in a financial sanction until the individual complies. The second instance results in a sanction for three months or until compliance, whichever is longer. Third and subsequent instances of noncompliance result in a sanction for six months or compliance, whichever is longer.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Sanction	1	The system shall have the capability to receive and display sanction information including instance, sanction effective date, and sanction end date.
Sanction	2	The system shall have the capability to store multiple sanctions for an individual.

### **Technical Requirements**

This section lists all of the business technical requirements that were identified during the JRP sessions. These requirements cross all of the functional areas of the application to address the system-wide needs.

### **Screens Requirements**

This section includes all the requirements that were identified for the screens of the proposed application. The screen requirements provide the functionality for developing the system screens.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Screens	1	The system shall have the capability to display all screens according to the format determined in the Design & Coding Standards.
Screens	2	The system shall have the capability to provide standard screen, field, error, navigation, and help.
Screens	3	The system shall have the capability to perform data validation.
Screens	4	The system shall have the capability to update information where appropriate.

### **Initial & On-Going Data Load Requirements**

This section includes all the initial and on-going data load requirements that were identified for the proposed application. The initial and on-going data load requirements establish the criteria to be followed for loading data from the county and State systems into the database. During the initial conversion, data from the California Plan Start Date for California and from the start date of the TANF plan for other states will be loaded into the system. Once the initial load is complete, the system will receive regular batch loads from external systems.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Conversion	1	The system shall have the capability to receive county data through a standard file format to be defined during the design phase of the project.
Conversion	2	The system shall have the capability to store historical data for California from the California Plan Start Date to current date.
Conversion	3	The system shall have the capability to establish hierarchy of updates.
Conversion	4	The system shall have the capability to match individual information to appropriate CIN.
Conversion	5	The system shall have the capability to accept standard media for receiving data.
Conversion	6	The system shall have the capability to provide exception reports based on established criteria.
Conversion	7	The system shall have the capability to utilize restart functionality for all batch jobs.
Conversion	8	The system shall have the capability to conform to error recovery standards.
Conversion	9	The system shall have the capability to store non-California historical data as of the date in which the state's TANF plan was approved.

### **Security Requirements**

This section includes all of the security requirements that were identified for the proposed application. The security requirements provide the guidelines for restricting and defining different levels of access to the application data.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Security	1	The system shall provide the capability to assign user profiles as defined in MEDS.
Security	2	The system shall provide the capability to be accessed exclusively via MEDS main menu.
Security	3	The system shall provide update and inquiry access based on user id for the different functional areas.

### **Audit Control Requirements**

This section includes all of the audit control requirements for the proposed application. The audit control requirements provide mechanism for tracking historical information about transactions that are processed in the new application.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Audit Control	1	The system shall provide an audit trail for all update transactions.
Audit Control	2	The system shall provide the capability to query the audit trail based on predefined criteria.
Audit Control	3	The system shall provide the capability to store the user id and agency of all updated records of the database.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Audit Control	4	The system shall provide the capability to date/timestamp all updated records of the database.

### **Interface Requirements**

This section includes all of the interface requirements that were identified for the proposed application. Unlike the data load section, the relationship between the interface systems may need to be more closely linked than the batch transactions (this relationship will be defined during the design phase of the application). The interface requirements provide information about various external systems from/to which the proposed application will be obtaining or transferring data.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Interfaces	1	The system shall provide the capability to interface with SCI for the correction of CINs.
Interfaces	2	The system shall provide the capability to interface with SCI for linking a persons demographic information to the appropriate CIN using a matching algorithm that will be established.
Interfaces	3	The system shall provide the capability to request a new CIN for an individual if the matching algorithm does not identify an existing CIN.

### **Backup Requirements**

This section includes all of the backup requirements for the proposed application. The backup requirements provide a mechanism for recovering the application data.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Backups	1	The system shall have the capability to provide data backup functionality that will conform to the established HWDC standards.

## Updated System Report Requirements Attachment B

### Report Requirements

This section includes all of the reporting requirements for the proposed application. The type of reports that were identified during the JRP sessions represents a sub-set of the total reports that will be generated from the proposed application. The remainder of the necessary reports and the format for all the reports will be identified during the design phase.

<b>Area</b>	<b>Req. #</b>	<b>Description</b>
Reports	1	The system shall provide the capability to produce 10 reports.
Reports	2	The system shall provide the capability to store reports for a specified time period.
Reports	3	The system shall provide the capability to access predefined reports via on-line methods.
Reports	4	The system shall provide the capability to produce all reports as determined in the Design & Coding Standards.
Reports	5	The system shall provide the capability to produce reports that address a need for statewide information.
Reports	6	The system shall provide a report that produces a summary and detailed list of individuals with an ABAWD requirement receiving food stamp aid who have exceeded the three-month time limit in a 36-month period.
Reports	7	The system shall provide a report that produces a summary and detailed list of individuals who are within a predetermined time period of the 60-month time limit on the State (CalWORKs) vs. federal (TANF) limits.
Reports	8	The system shall provide a report that produces a summary and detailed list of active individuals who have exceeded the 60-month time limit on the State (CalWORKs) vs. federal (TANF) limits.
Reports	9	The system shall provide a report that produces a summary and detailed list of active individuals who are within a predetermined time period of the 18/24-month Welfare to Work limit.
Reports	10	The system shall provide a report that produces a summary and detailed list of active individuals who have exceeded the 18/24-month Welfare to Work limit.
Reports	11	The system shall produce a report based on the monthly projection of the number of active individuals who will exceed the State and federal 60-month time limits.

<b><i>Area</i></b>	<b><i>Req. #</i></b>	<b><i>Description</i></b>
Reports	12	The system shall produce a report based on the monthly projection of the number of active individuals who will exceed the 18/24-month Welfare to Work limits.
Reports	13	The system shall produce a report based on the number of individuals who have received aid in multiple counties over time.

## Assumptions Attachment C

This section documents all of the assumptions related to the requirements definition process and were recorded during the JRP sessions.

### JRP Assumptions

<b>Area</b>	<b>Assumption #</b>	<b>Description</b>
Time Clocks	1	The age eligibility parameters for CalWORKs will also apply to TANF with the exception of minor parents.
Time Clocks	2	The 18/24-month clock does not start until the Welfare-to-Work plan is signed (i.e., the Welfare-to-Work plan initial sign date or the Welfare to Work plan refuse to sign date).
Time Clocks	3	Each time clock has its own set of business rules.
Time Clocks	4	Receipt of supportive services only (no aid payment) counts as a month toward the TANF 60-month clock unless the recipient is employed. Receipt of supportive services only (no aid payment) does not count as a month toward the CalWORKs 60-month or 18/24-month clocks.
Time Clocks	5	The TANF start date is based upon the issuance of TANF funds in California.
Time clocks	6	With the exception of litigation, there is never an instance where the 18/24-month clock is reinitiated.



<b>Area</b>	<b>Assumption #</b>	<b>Description</b>
Diversion	7	The workgroup expressed an interest in capturing and displaying the reason code for diversion payment. The item was determined to be out of project scope and was subsequently left out of the requirement list. However, the workgroup would like to have it be considered as a future enhancement to the proposed application.
Diversion	8	Time clock tracking calculations for diversion payments are individually based. When a diversion payment is made, the appropriate clock will tick for each aided adult in the case.
Homeless Assistance Payments	9	WDTIP will not track Homeless Assistance payments for the Once-in-a-Lifetime Homeless limitation, but will instead track the effect of the receipt of homeless benefits on the timeclocks.
Security	10	Security of the proposed application will be applied at the application level.
ABAWD	11	The proposed application will track ABAWD information even though the information is already present in the MEDS system. In addition, the workgroup expressed the desire to minimize the impact of the creation of the extraction files for ABAWD.
Conversion/ ABAWD	12	The WDTIP team will research to determine whether ABAWD information should be converted from MEDS to the proposed application's database and incorporate the solution into the design of the proposed application.

<b>Area</b>	<b>Assumption #</b>	<b>Description</b>
Updates	13	Data which can be modified through the county system's batch processes will not be updateable online in the proposed application. Details on which fields may be updated and the associated security issues will be determined during the Joint Application Design (JAD) sessions.
Overissuance/ Overpayment	14	The workgroup expressed an interest in having, at a minimum, an indicator showing statewide overissuance/overpayment information at an individual level and the county in which it was initiated. The item was determined to be out of project scope and was subsequently left out of the requirements list. However, the workgroup would like to have it be considered as a future enhancement to the proposed application.
Case Participation	15	The workgroup expressed an interest in having the proposed application capture and display case participation data. It was determined that the proposed application will capture the county's case number and display it at an individual level. Capturing and displaying other additional fields as it relates to case participation at the case level was determined to be out project scope. However the workgroup would like to have it be considered as a future enhancement to the proposed application.
Fleeing and drug felons	16	The workgroup concluded that it was not feasible to collect data on fleeing and drug felon applicants. The item was subsequently left out of the requirement list.

<b>Area</b>	<b>Assumption #</b>	<b>Description</b>
SIS retrieval during file clearance	17	The WDTIP team will work with project management, DHS and other welfare consortiums to determine whether the topic of data retrieval during statewide file clearance (known-to-welfare search) is within the scope of WDTIP.
Other	18	The workgroup concluded that job retention services was a local issue and agreed to leave it out of the requirements list.
Other	19	WDTIP will evaluate any new state regulations up until a mutually agreed cut-off time. Any new legislation after the cut-off time will be managed according to the Scope and Change Control Process in the Project Management Deliverable.
Other	20	WCDS and the C-IV counties do not use the CIN as a unique client identifier in their legacy systems.